

U.S. DEPARTMENT OF THE INTERIOR

MEMORANDUM

TO: CHIEF, DIVISION OF SECURITY
OFFICE OF ENFORCEMENT AND SECURITY MANAGEMENT

FROM: USGS, CR, _____

SUBJECT: Request For Identification Card

Please issue an identification card to the following individual:

Name: _____;

Title: _____.

Bureau/office: _____.

Date of Birth: _____.

Weight: _____ Height: _____.

Color of Hair: _____. SSN: _____.

Color of Eyes: _____.

Office Telephone Number: _____.

Type of Identification Card Requested.

- ☐ Secretarial ID
- ☐ DI 238A (Permanent Employee)
- ☐ DI238 (Temporary Employee), NTE Date _____
(Required)
- ☐ DI 238 (Contractor), NTE Date _____
(Required)
- ☐ Retiree ID, Retirement Date _____

Number of Years of Service _____

Replacement ID (check ID type above) Explain circumstances in detail
in a separate memo signed by the employee's supervisor and attach to this request.

Authorizing Official

Date